



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WARDEN

Job Number: 20001945

Job Code: 99520V120116

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 02/16/1993

Job Revised: 01/16/2012

Grade: 20 Salary (MIN - MID):

\$32,018-\$42,418 - Hourly

\$5,202.94-\$6,892.94 - 37.5 Hr. Monthly Salary

\$5,549.80-\$7,352.46 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers the total operation of an adult correctional facility housing inmates; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of administrative experience in corrections or law enforcement and two years of experience in the supervision of employees

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the correctional administrative or related experience. A Ph.D. will substitute for two years of the correctional administrative or related experience.

Substitute EXPERIENCE for EDUCATION:

Additional administrative experience in corrections, law enforcement or a related field will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides administrative and supervisory responsibility for all correctional departments, functions, programs, personnel and inmates. Administers all programs for institutional security, rehabilitation and support services for inmates and activities for institutional employees. Promulgates all policies and procedures relating to institutional operational programs such as fiscal, personnel and security. Reviews all institutional operations and makes policy and procedural changes. Meets with institutional staff and inmates on a regular basis. Maintains all institutional records and prepares reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Hazardous duties associated with working with adults incarcerated in a correctional facility.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.